



THE CITY OF SAN DIEGO

SPECIAL EVENTS GUIDELINES

The purpose of these guidelines is to familiarize event promoters, sponsors and vendors with information about special events procedures and general fire safety regulations that are enforced by Fire and Life Safety Services, Fire and Hazard Prevention Services. The department is committed to promoting public safety and assisting all parties involved to provide a level of service that will insure a safe and successful event.

I. Circumstances Requiring a Permit

A. A permit is required in the following circumstances when:

1. a floor in a high-rise office building is used as a public assembly;
2. a building not classified as a public assembly is used as an assembly (50 or more people);
3. a building or room is used for a "Casino Night" setup;
4. a special event is held in the stadium other than Padre baseball games, Charger football games or Aztec football games;
5. a special event is held inside the stadium parking lot which presents a fire safety hazard to the public, or to city property;
6. a concert or special event is held inside the Sports Arena;
7. a tent over 200 square feet or canopy over 400 square feet is erected within the City;
8. a fireworks display or special effects are conducted anywhere within the City;
9. a model rocket is fired;
10. fireworks are used;
11. a trade show/display is conducted in the City;
12. a concert or any other staged performance is held at a building other than a public assembly buildings already classified for that purpose (e.g. Civic Theater, Spreckles Theater, Old Globe and Symphony Hall);
13. there is use of an open flame device that is not already permitted;
14. floats are being constructed;
15. promotional displays are set up;
16. a laser display is used;
17. a vehicle or any other automobile is put on display in a public assembly or mall;
18. a school has a Grad Night;
19. an outdoor special event is planned that requires the area to be fenced; or
20. there is a change in the existing use of a street, park, or area for the purpose of a public gathering (e.g. street fairs, block parties, etc.).

II. Permit Application Process

- A. The permit application, **Application for a Single Event Permit** (pdf), can be completed on line and mailed in. You may also contact Fire and Hazard Prevention Services at 619 533-4400 to request that an application be faxed or mailed to you. An application may also be requested over the counter at our office at the Executive Office Complex, 1010 2nd Ave., Ste. 300, San Diego, CA 92101.
- B. The completed application shall be turned in no later than two weeks prior to the event. It can be mailed to Fire and Hazard Prevention Services, Attn: Special Events, to the address above or it may be faxed to 619 533-4426.
- C. When requested, two copies of a floor/area layout must accompany the permit application. Floor/area layouts are not required for sporting events or float construction.
- D. When the application is for a fireworks display or special effects, a copy of the pyrotechnic license must accompany the application.
- E. Once received, the permit application and the floor/area layout will be reviewed for any corrections.
- F. The reviewing Fire Marshal will contact the permittee if there are any additional questions or concerns, and will schedule an inspection time.
- G. Once the site has been inspected and any corrections are made, an approved and signed copy of the permit application will be returned to the permittee, via fax machine, mail or may be picked up at our office.

III. Standby Fire Personnel

- A. When it is deemed appropriate for the safeguarding of life and property from fire, explosion, panic, or other hazardous conditions which may arise in the temporary use of an occupancy and/or premises, one or more standby fire personnel may be required to be present before and during the activity. A fee may be required for these services.
- B. Certain special events require that standby fire personnel be present. These include: public assemblies in a high rise building; public assemblies in buildings not classified by the building code as public assemblies; concerts inside the Sports Arena; all fireworks displays and/or special effects; concerts held in buildings other than those classified for public assembly use; use of open flames not already permitted; fenced outdoor special events and any other special event when it is deemed appropriate.
- C. The need for standby fire personnel and the number necessary for the event will be determined by the Fire Marshal or his/her designee. Items considered in making this decision are:
 - 4. location of the event;
 - 5. the type of the event, such as a rock concert or large dance festival;
 - 3. the number of persons attending the event, such as for the major sporting events at the stadium, Street Scene, America's Cup activities and street fairs;
 - 4. special hazards present, such as fireworks displays and other pyrotechnic and/or special effects;
 - 5. past experience with the different event coordinators or concert promoters; or

6. if it is necessary, in the opinion of the Chief, to have a fire watch for the safety of the public and/or public property
- D. Standby Fees
1. There will be a fee of \$60.00 an hour for the services of each standby fire person, and a minimum requirement of two hours work per person.